

Time and Effort Documentation

Employer: EXAMPLE
 Employee's Name: SAMPLE
 Employee's Position: SAMPLE
 Reporting Period: Jun-18

Program	Task Profile	Week 1	Week 2	Week 3	Week 4	Week 5	Total (Month)	Total
		Time	Time	Time	Time	Time	Time	% of Monthly
GEAR UP 2.0		22.50	30.00	15.00	30.00	22.50	120.00	64.00%
GEAR UP 3.0		15.00	7.50	22.50	7.50	15.00	67.50	36.00%
		0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		0.00	0.00	0.00	0.00	0.00	0.00	0.00%
		0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Hours (Week)		37.50	37.50	37.50	37.50	37.50	187.50	100.00%

I certify with my signature below that the information submitted is accurate.

Employee Signature

Date

Supervisor Signature

Date